

MOHAMMAD AYAN SABIR

Personal Details

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Summary

Human Resource Management professional with a KHDA approved certification and experience in customer service, team coordination, and operational efficiency. Skilled in fostering collaborative environments, enhancing brand visibility, and streamlining processes. Seeking an HR or Assistant HR role in Dubai to leverage my expertise in talent acquisition, employee engagement, and compliance.

Work Experience

Company 1:- Zara Fashion (From October2022- October2023) as Customer Service Sales Assistant

Responsibilities includes:-

- Delivered exceptional customer service, ensuring a high level of client satisfaction.
- Assisted in visual merchandising, enhancing store aesthetics and product appeal.
- Maintain Inventory accuracy, ensuring efficient stock management.
- Collaborated with team members to achieve sales targets and uphold brand standards

Company 2:- Rolls Restaurant (From November 2023 till date) as Trainee

Responsibilities includes:-

- Assisted the Restaurant Manager with daily documentation, HR-related paperwork and team coordination
- Managed schedules and team coordination to ensure operational efficiency.
- Developed strong problem-solving skills by identifying and resolving operational challenges
- Collaborated with team members to ensure smooth day to day operations and improve efficiency

Educational Qualifications

Course/Degree	School/University	Grade/ Score	Year
Bachelor Of Commerce (Hons)	Acharya Jagdish Chandra Bose College	A	2024
Certified HR Management Professional (KHDA Approved)	London International Studies and Research Centre	A++	2023
High Secondary (ISC)	St. Thomas Church School	71%	2019
High School (ICSE)	St. Thomas Church School	69%	2017

Skills

- Customer Relationship Management (CRM)
- Excel
- PowerPoint
- People Management
- Critical Thinking and Team work
- Good Communication and Interpersonal Skill

Languages known

- English
- Hindi
- Bengali

Interest:

- Restaurant Assistance
- Socializing with family and friends
- Movies
- Outing
- Workout

Passport Details

- **Passport Number** - T8436751
- **Date of Issue** - 11/09/2019
- **Date of Expiry** - 10/09/2029
- **Place of issue** - Kolkata, India
- **Nationality** - Indian